



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

The Honorable Howard P. McKeon
Chairman
Committee on Armed Services
U.S. House of Representatives
2120 Rayburn House Office Building
Washington, DC 20515

JUL 31 2014

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Advisory Committee on Arlington National Cemetery, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

Copies of this charter are also being filed with the Library of Congress, the Senate Committees on Armed Services, Appropriations; and the House Committee on Appropriations.

Sincerely,

A handwritten signature in black ink, which appears to read "James D. Freeman II", is written over a horizontal line.

James D. Freeman II
Advisory Committee Management
Officer for the Department of Defense

1 Enclosure
As stated



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
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JUL 31 2014

The Honorable Hal Rogers
Chairman
Committee on Appropriations
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman,

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Library of Congress
Federal Advisory Committee Desk
Government Documents Section
101 Independence Avenue, S.E.
Washington, D.C. 20540

JUL 31 2014

Dear Sir or Madam,

Enclosed is a copy of the charter that renews the Advisory Committee on Arlington National Cemetery, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

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Advisory Committee Management
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WASHINGTON, DC 20301-1950

JUL 31 2014

The Honorable Barbara A. Mikulski
Chairwoman
Committee on Appropriations
United States Senate
Washington, D.C. 20510

Dear Madam Chairwoman,

Enclosed is a copy of the charter that renews the Advisory Committee on Arlington National Cemetery, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C., Appendix).

Copies of this charter are also being filed with the Library of Congress, the Senate Committees on Armed Services; and the House Committees on Armed Services, Appropriations.

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James D. Freeman II
Advisory Committee Management
Officer for the Department of Defense

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ADMINISTRATION AND
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OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

JUL 31 2014

The Honorable Carl Levin
Chairman
Committee on Armed Services
United States Senate
228 Russell Senate Office Building
Washington, D.C. 20510

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Advisory Committee on Arlington National Cemetery, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

Copies of this charter are also being filed with the Library of Congress, the Senate Committees on Appropriations; and the House Committees on Armed Services, and Appropriations.

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James D. Freeman II
Advisory Committee Management
Officer for the Department of Defense

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Charter
Advisory Committee on Arlington National Cemetery

1. Committee's Official Designation: The Committee shall be known as the Advisory Committee on Arlington National Cemetery ("the Committee").
2. Authority: The Secretary of Defense, through the Secretary of the Army, established the Committee, pursuant to 10 U.S.C. § 4723 and in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(a).
3. Objectives and Scope of Activities: The Committee shall provide independent advice and recommendations on matters relating to Arlington National Cemetery, as set out below.
4. Description of Duties: The Committee shall make periodic reports and recommendations to the Secretary of the Army with respect to the administration of Arlington National Cemetery, the erection of memorials at the cemetery, and master planning for the cemetery. Any and all advice and recommendations shall also be forwarded to the Secretary of Defense or the Deputy Secretary of Defense.
5. Agency or Official to Whom the Committee Reports: The Committee shall report to the Secretary of the Army. The Secretary of the Army may act upon the Committee's advice and recommendations. Not later than 90 days after receiving a report or recommendations from the Committee, the Secretary of the Army shall submit the report or recommendations to the congressional defense committees and the Committees on Veterans' Affairs of the Senate and House of Representatives and include such comments and recommendations as the Secretary of the Army considers appropriate.
6. Support: The Department of Defense (DoD), through the Department of the Army, shall provide support deemed necessary for the Committee's performance of its functions and shall ensure compliance with the requirements of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel and meeting and contract support, is approximately \$232,000.00. The estimated annual personnel cost to the DoD is 1.8 full-time equivalents.
8. Designated Federal Officer: The Designated Federal Officer (DFO), pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee appointed in accordance with governing DoD policies and procedures.

In addition, the DFO is required to be in attendance at all Committee and any subcommittee meetings for the entire duration of each and every meeting; however, in the absence of the DFO, a properly appointed Alternate DFO shall attend the entire duration of each Committee or subcommittee meeting.

The DFO, or the Alternate DFO, shall call all meetings of the Committee and any subcommittees; prepare and approve all meeting agendas; and adjourn any meeting when the

Charter
Advisory Committee on Arlington National Cemetery

DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

9. Estimated Number and Frequency of Meetings: The Committee shall meet at the call of the DFO, in consultation with the Chair. The estimated number of meetings is four per year.
10. Duration: The need for this advisory function is on a continuing basis; however, this charter is subject to renewal every two years.
11. Termination: The Committee shall terminate upon repeal of 10 U.S.C. § 4723.
12. Membership and Designation: The Committee shall be comprised of no more than nine members, who are eminent authorities in their respective fields of interest or expertise, specifically bereavement practices and administrative oversight, the erection of memorials, and master planning for extending the life of the cemetery, including:
 - a. One member nominated by the Secretary of Veterans Affairs.
 - b. One member nominated by the Secretary of the American Battle Monuments Commission.
 - c. No more than seven members nominated by the Secretary of the Army.

The Secretary of the Army, with the approval of the Secretary of Defense or the Deputy Secretary of Defense, will appoint the Committee members. Committee members who are not full-time or permanent part-time Federal officers or employees shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Those members who are full-time or permanent part-time Federal officers or employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as regular government employee (RGE) members. The Secretary of the Army will designate, for Secretary of Defense or Deputy Secretary of Defense approval, the Committee's chair from the total approved membership. Each member is appointed to provide advice on basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

The Secretary of Defense or the Deputy Secretary of Defense may approve the appointment of Committee members for one-to-four year terms of service; however, no member, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service on the Committee. This same term of service limitation also applies to any DoD authorized subcommittees.

With the exception of reimbursement of official Committee-related travel and per diem, members of the Committee serve without compensation.

13. Subcommittees: The Department, when necessary and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees, working groups, and task forces to support the Committee. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Committee's sponsor, the Secretary of the Army.

Charter
Advisory Committee on Arlington National Cemetery

The Committee has three permanent subcommittees. Each subcommittee member should have extensive professional experience in at least one of the following areas of operation and management of cemeteries: bereavement practices; erection of memorials and master planning; plans and strategies for addressing long-term governance challenges; and resource planning and allocation.

- a. The Honor Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the Committee regarding methods to address the long-term future of the Arlington National Cemetery, including how best to extend the active burials and what Arlington National Cemetery should focus on once all available space has been used. The estimated number of subcommittee meetings is up to 9 per year.
- b. The Remember Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the Committee on an independent assessment of methods to maintain the Tomb of the Unknown Soldier Monument, including the cracks in the large marble sarcophagus, the adjacent marble slabs, and the potential replacement marble stone for the sarcophagus already gifted to the Army. The estimated number of subcommittee meetings is up to 9 per year.
- c. The Explore Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the Committee on efforts to preserve the historic essence of Arlington National Cemetery and the development of an interactive means to share the Cemetery's unique history with the nation and the world, including an independent assessment of methods to address the issues dealing with capturing and conveying the Army national cemeteries' history, including examining Arlington National Cemetery Section 60 gravesite mementos and improving the quality of visitors' experiences now and for generations to come. The estimated number of subcommittee meetings is up to 9 per year.

Such subcommittees shall not work independently of the Committee and shall report all their recommendations and advice to the Committee for full deliberation and discussion according to FACA. Subcommittees have no authority to make decisions on behalf of the Committee, nor can any subcommittee or its members update or report directly to the DoD or any Federal officer or employee. If a majority of Committee members are appointed to a particular subcommittee, then that subcommittee will operate pursuant to the same notice and openness requirements of FACA which govern the Committee's operations.

The Secretary of Defense or the Deputy Secretary of Defense shall appoint subcommittee members, subject to annual renewals, even if the member in question is already a Committee member. Subcommittee members, with the approval of the Secretary of Defense, may serve a term of service on the subcommittee of one-to-four years.

Charter
Advisory Committee on Arlington National Cemetery

Subcommittee members, if not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members. Those members who are full-time or permanent part-time Federal officers or employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as RGE members. With the exception of reimbursement of official Committee and subcommittee-related travel and per diem, subcommittee members shall serve without compensation.

All subcommittees operate under the provisions of FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

14. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Filing Date: July 31, 2014